

## DUTY STATEMENT

<b>Classification:</b> Energy Analyst	<b>Position No.:</b> 5200-5837-002
<b>CBID:</b> R10	<b>Office/Unit:</b> Renewable Energy Office/RPS Unit
<b>Date Prepared:</b> August 1, 2014	<b>Division:</b> Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Analyst works under the direction of the Energy Commission Supervisor II in the Renewable Energy Division's Renewable Energy Office. The incumbent will perform work of average difficulty related to California's Renewables Portfolio Standard (RPS) Program. The incumbent will assist in executing the Energy Commission's roles and responsibilities in administering the RPS program, which include certifying renewable generation facilities as eligible for the RPS and performing research and data analysis on RPS eligibility issues.

### **WORKING CONDITIONS**

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing spreadsheets, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

### **DUTIES AND RESPONSIBILITIES**

- 45% Assist in reviewing applications submitted to the Energy Commission for RPS certification for accuracy, completeness, and consistency with program requirements; maintain certification records; perform data validation checks; correspond with applicants and other RPS program stakeholders regarding status of certification applications. (E)
- 45% Assist with technical research and providing data and written material for updates to the *RPS Eligibility Guidebook*. Analyze and aggregate data on renewable energy and technologies for inclusion in other reports or presentations, such as the energy policy reports and verification reports. (E)
- 5% Participate in Energy Commission stakeholder meetings, workshops, and conferences and assist in preparing presentations as needed. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

<i><b>SIGNATURES</b></i>	
<b>I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential job duties of this position.</b>	
_____ Energy Analyst	_____ JENNIFER CAMPAGNA Supervisor II
Date	Date